

CAPITAL COMMUNITY COLLEGE
JOB OPPORTUNITY
Assistant Director of Human Resources for Payroll and Contract Administration
CC Administrator I
Full Time, 12 Month, Management Position

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: 950 Main Street, Hartford, CT 06103
Hours: Full Time, 35 hours a week
Salary: \$57,146 approximate annual.
Closing Date: Letter of application must be postmarked no later than August 1, 2014;
No phone calls please; submit only one application either via regular mail or email

General Knowledge, Skills and Ability: A Bachelor's Degree in Human Resources or a related business discipline and one to three years of experience in payroll functions and human resources management. Supervisory experience is preferred.

General Experience: Under the direction and supervision of the Director of Human Resources and Labor Relations, the Assistant Director for Payroll and Contract Administration has the overall responsibility for critical information systems to effectively operate the Human Resources/Payroll Office. Assist in grievance administration, contract administration for full time and part time classified and unclassified staff, administration of payroll and employee benefits, health and safety programs and prevention efforts, oversight of college's recruitment process, assist with budget preparation and financial reporting for department. This position will also support the department with HRIS, employment, wage and salary administration, and performance appraisal management.

Substitution Allowed: Applicants who do not meet the minimum qualifications are encouraged to put in writing exactly how their experience has prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

Application

Instructions: Send or email letter of intent, resume, names and address of three reference, BOR Employment Application (found at: <http://www.ct.edu/hr/employment>) and college transcripts to:

Ms. Josephine Agnello-Veley
Director of Human Resources and Labor Relations
Capital Community College
950 Main Street, Hartford, CT 06103
CA-HRApplc@capitalcc.edu

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

Capital Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Rita Kelley, Title IX and Section 504/ADA Coordinator and Affirmative Action Officer, Room 305B, Tel. (860) 906-5133 E-mail: rkelley@Capitalcc.edu